

EXHIBIT 8-3 – HQS SPECIFICATIONS

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1. Living Room

1.1 Living Room Present

Every unit **MUST** have a living room that provides adequate living space for the family.

- The dwelling unit **MUST** have at least one habitable room which is not a kitchen area or bathroom.
 - An "efficiency apartment" (living/sleeping room with a kitchen area designed into it) is considered a living room and would pass.
- In units with one or more habitable rooms (other than kitchen or bathroom), one room, regardless of current use, must be selected as a living room.
 - The most suitable room probably would be the largest room and the one nearest the entrance to the unit.

FAILS:

- The unit does not have at least one habitable room other than kitchen or bathroom.
- The only other room besides the kitchen and bathroom is **obviously** inadequate in size.

TENANT PREFERENCE:

- If the room size appears inadequate, discuss with the tenant. It will pass if they find it to be acceptable.
 - Note this information on the *Inspection Form*.

1.2 Electricity

The living room **MUST** have at least:

- 2 working outlets, OR
- 1 working outlet & 1 working light fixture.

FAILS:

- Outlets that are not permanently installed (securely fastened) in the baseboard, wall or floor of the room.
- The electric service to the unit has been turned off. (Tenant is responsible for correcting if the electric service is tenant-supplied)

Do not count any of the following items as outlets/fixtures:

- Table or floor lamps.
- Ceiling lamps plugged into an outlet.
- Extension cords plugged into an outlet.

Inspections Tips for Electricity:

- A single outlet may have one or more plugs. Each single outlet is counted as one outlet.
- A circuit tester should be used to determine if the fixtures and sockets work. On a two wire system, a three prong circuit tester with a two prong adapter must be used to determine if outlets work properly.
- All plugs within each accessible outlet must be tested.
- Be sure the light fixture does not fail just because the bulb is burned out.

1.3 Electrical Hazards

Ensure that tenants are not exposed to potential fires and electrical shock that may result from inadequate or improperly installed electrical facilities.

FAILS:

- Broken or frayed electrical wires.
- Bare metal wires not covered by rubber or plastic insulation.
- Loose or improper wire connections to outlets.
- Improper splicing of wires
 - Splices must be in an approved box with cover.
 - Wires going into box must be secured with clamps.
- Light fixtures hanging from electric wire with no other firm support.
- Missing or badly cracked cover plates on outlets and switches.
- Any outlet that does not work.
- A three prong outlet that is not grounded. Remedies:
 - Install proper ground wire; or,
 - Install a two prong outlet; or,
 - Install a GFCI outlet; or,
 - Install a GFCI breaker in the load center for that circuit
- Electric cords under rugs/floor coverings are fire hazards. "Lamp cord" is not considered heavy enough to be part of the permanent wiring system of the unit. This is an electrical hazard.
- A wire lying in or near standing water or where water might splash.
- An outlet or electrical appliance very close to a bathtub.
 - Ground Fault Circuit Interrupters (GFCI) are not required.
 - ❖ However, if they are present, they must work properly and not pose any hazard.
- Improper connections, insulation or grounding of any component of the electrical system.

- Exposed fuse box connections (missing knockouts, missing breakers in panel).
- Overloaded circuits evidenced by frequently “blown” fuses (ask the tenant).
- Over fused circuits with fuses or breakers larger than the gauge of the wiring in the circuit
 - Example: Any fuse larger than 15 amps on a 14 gauge wire, a 20 or 30 amp fuse on 14 gauge wire could cause a fire
 - A 12 gauge wire requires a 20 amp fuse
 - A 10 gauge wire requires a 30 amp fuse
- Any non-metallic sheathed (rubber or plastic coated) electrical wiring that is mounted on the surface of a wall or ceiling in a manner that allows it to be abused (broken, cut or damaged):
 - Non-metallic sheathed (NMS) wire that is surface mounted must be securely attached to the wall or ceiling and be out of the way of traffic.
 - The most common NMS wire is manufactured under the "Romex" label.
 - ❖ Electrical wiring that is sheathed in metal may be mounted on the surface and will pass in any location; i.e., conduit, BX cable, wire mold, etc.

(NOTE: If you are uncertain about the severity of an apparent electrical problem discuss the condition with your Area Manager.)

TENANT PREFERENCE:

The location of outlets and fixtures.

ELECTRICITY REQUIREMENTS		
Room	Outlets	Permanent Light Fixture
Living Room	2 or 1 plus	0 1
Kitchen	1 plus	1
All Bathrooms	0	1
Bedrooms and Sleeping rooms	2 or 1 plus	0 1
Other rooms	Means of natural or artificial illumination.	

1.4 Security

All windows and doors that are **accessible from the outside** must be lockable.

"Accessible from the outside":

- Windows or doors that open directly to the outside or to a common public area, such as:
 - Onto a fire escape;
 - Onto a porch; or
 - Other places that may be reached from the ground.
- Windows with sills less than 6 ft. from the ground must be lockable.

DOOR LOCKS:

- At least one exterior door **MUST** have a keyed lock that can be locked and unlocked from the outside after the door is closed.
- A simple slide "bolt" lock (keyless lock) would not be adequate as the only lock on the only door of the unit. The door could not be locked from the outside after the door was closed.
- A chain lock alone fails. However, a chain lock, with a properly working primary door lock, would pass as a secondary lock.
- All door locks must be operable and securely fastened.
- The "striker plate" **MUST** be fastened securely to the door frame.
- The door frame itself must be able to support the door and securely lock when closed.
 - If the door frame shows moderate signs of disrepair and weakness, check pass-with-comment.
- Security bars are not allowed as a primary means of locking a patio door unless they are permanently attached to the door frame.
- The unit fails if a key must be used to unlock an exterior door when exiting the unit; i.e., double keyed dead bolts. This includes storm doors and security doors.

WINDOW LOCKS:

- Window locks must work and securely lock.
- Security bars are not allowed as a primary means of locking a window unless they are permanently attached to the window frame.
- A nailed shut window is an acceptable means of locking unless:
 - It is needed as an alternate exit in case of fire.
 - It seriously decreases air circulation within the unit.
 - It is required to be able to be opened for sleeping room purposes.

- Acceptable types of window locks include:
 - Window units with sash pins or sash locks.
 - Combination windows with latches.
 - Lockable combination storm/screen windows.

TENANT PREFERENCE:

- The tenant determines the acceptability of the types of locks provided on windows and doors except for the chain lock, bolt lock and security bar restrictions discussed above.
- The inspector judges the adequacy of the locks.

1.5 Window Condition

- There MUST be at least 1 living room window that provides natural light.
- All windows MUST be free of:
 - Severe deterioration, and
 - Be reasonably weather tight.
- Skylights are acceptable windows.

FAILS:

- Missing or broken-out window panes.
- Dangerously loose, cracked panes will fail if they:
 - Allow air infiltration, or
 - May cut someone.
- Windows that will not close.
- Closed windows that do not form a reasonably tight seal and allow serious drafts.
- Windows that will not remain open without support and thus 'slam' shut.
- Windows that are outside accessible that do not lock.

PASS WITH COMMENT:

- Minor window pane cracks if they aren't a cutting hazard and don't allow air infiltration.
- Broken or missing sash cords yet the window does not 'slam' shut.
- Minor window frame rotting.

- Missing window putty.

Screens on Windows:

- Window screens are NOT required.
- Screens fail if they are present, yet damaged to the degree that someone may get cut or injured.
- In units where screens are in place, the tenant determines if they are adequate.
 - MSHDA may advise the tenant (not fail the item) whether, due to insect conditions in the area, screens for windows and doors would be desirable.

1.6 Ceiling Condition

- Ceilings are to be:
 - Structurally sound,
 - Free from hazardous defects, and
 - Reasonably weather tight.

FAILS:

"Unsound or hazardous" ceiling conditions:

- Severe bulging or buckling.
- Ceiling surfaces that are wet with mold-like substances.
- Unpainted surfaces or surfaces with extensive amounts of peeling paint.
- Large holes (HUD defines large holes as 8.5" x 11").
- Loose plaster or drywall in danger of falling (other than paper or paint).
- Many missing parts; such as ceiling tiles.

PASS WITH COMMENT:

"Non-hazardous" ceiling conditions:

- Small holes or cracks.
- Minor crumbling of plaster.
- Some missing or broken ceiling tiles.

- Water stains where the plaster or drywall is not loose.
- Dirty or stained surfaces.

1.7 Wall Condition

- Walls are to be:
 - Structurally sound,
 - Free from hazardous defects, and
 - Reasonably weather tight.

FAILS:

"Unsound or hazardous" wall conditions:

- Severe buckling, bulging or leaning.
- Unpainted surfaces or surfaces with extensive amount of peeling paint.
- Damaged or loose structural members.
- Large holes or any holes, regardless of size, that allows significant drafts or vermin to enter. (HUD defines large holes as 8.5" x 11")

PASS WITH COMMENT:

"Non-hazardous" wall conditions:

- Small or shallow holes.
- Loose or missing parts that are not in danger of falling or do not pose a safety hazard.
- NOTE: When evaluating the condition of the walls make sure to examine all the walls.

1.8 Floor Condition

- Floors are to be:
 - Structurally sound;
 - Free from tripping hazards; and
 - Reasonably weather tight.

FAILS:

"Unsound or hazardous" floor conditions:

- Severe buckling, sagging or movement when walked upon.
- Large sections of damaged or missing parts.
- Holes that allow weather or vermin to enter.
- Permanent floor coverings or boards that are serious tripping hazards.
- Holes which are approximately 4" in diameter or larger (missing register cover)

PASS WITH COMMENTS:

"Non-hazardous" floor conditions:

- Floor finish or covering with significant scuffing, marring or scratches.
- Minor damage to a linoleum or parquet floor.
- Damage to floor coverings which if allowed to continue might become a tripping hazard to the occupant (but is not now a hazard).
- Soiled floor coverings.
- Tripping hazards that are not part of the permanent floor covering (i.e., rugs supplied by tenant).

1.9 Lead Paint - See *Exhibit 8-4 MSHDA Housing Choice Voucher Lead-Based Paint Manual*.

2. Kitchen

2.1 Kitchen Area Present

Verify that the dwelling unit contains a kitchen, or kitchen area, for the preparation and storage of food along with the necessary appliances.

Definitions

- A kitchen is an area used for preparation of meals. It may be either a:
 - Separate room, or
 - An area of a larger room (for example, a kitchen area in an efficiency apartment).
- Kitchens are defined in two ways:
 - Function - A separate kitchen or kitchen area must be used **primarily** for the preparation and storage of food. A bedroom with a refrigerator is not a kitchen.
 - Facilities - A kitchen must have ALL of the following:
 - ❖ A separate **kitchen sink** with piped hot and cold water;
 - ❖ A **stove** (microwave in some situations) for cooking food;
 - ❖ A **refrigerator** to store perishable food;
 - ❖ **Facilities and services** for the sanitary disposal of food waste and refuse.
 - ❖ Space for storage, preparation and serving of food.

2.2 Electricity

Electricity instructions are the same as Item 1.2 with the exception that:

- A kitchen must have 1 working outlet, AND
- One permanently installed working light fixture.

2.3 Electrical Hazards

Electrical hazard's instructions are the same as Item 1.3

2.4 Security

Security instructions are the same as Item 1.4

2.5 Window Condition

- A window is not required, nor is a kitchen vent.
- If a window is present, it must be free of signs of severe deterioration or broken panes. (See Item 1.5 for conditions that would fail and pass-with-comment)

2.6 Ceiling Condition

Ceiling condition instructions are the same as Item 1.6

2.7 Wall Condition

Wall condition instructions are the same as Item 1.7

2.8 Floor Condition

Floor condition instructions are the same as Item 1.8

2.9 Lead Paint

See Exhibit 8-4 MSHDA Housing Choice Voucher Lead-Based Paint Manual

2.10 Stove/Range with Oven

Ensure that a stove/range and oven are present and in working order.

FAILS:

- An oven/range with top burners, or microwave in some situations, that is not present and/or not working properly. (Tenant is responsible for correcting if it is tenant-supplied.)
- Hot plates are not acceptable.
- Any stove/range burner not working.
- Any operating knob not present.
- Non-legible temperature readings on oven knob.
- Hazardous gas hookups, evidenced by a strong gas smell.

- An appliance that is damaged and endangers the users.
- Gas burners that don't ignite off the pilot without the use of matches.
- Utility is off. (Tenant is responsible for correcting if it is tenant-supplied.)

Microwave Ovens:

- Tenant-owned microwave ovens may be substituted for a tenant-supplied oven and stove/range.
- Owner-supplied microwave ovens may be substituted for an owner-supplied oven and stove/range if:
 - The tenant agrees, and
 - Microwaves are furnished instead of an oven and stove/ range to **all** tenants in the building or premises.

3. Bathroom

3.1 Bathroom Present

There **MUST** be at least one bathroom in the dwelling unit for the exclusive use of the occupant that has a working toilet, wash basin and tub or shower.

FAILS:

- The unit does not have a bathroom.
- A bathroom that is not in a separate room with a flush toilet in operating condition.
- The UNIT does not have a fixed wash basin, with a sink trap, and hot and cold water in operating condition.
- The UNIT does not have a shower or a tub with hot and cold water in operating condition.
- Bathroom facilities not connected to an approvable disposal system.
- The bathroom must be free of hazardous conditions, such as:
 - Damaged or broken fixture(s) that endangers the user.
 - Any water or sewage leaks around pipes, the base of the toilet, wash basin, bathtub or shower area.

NOTE: Bathroom facilities (i.e., toilet, wash basin, tub or shower) may be scattered within the unit.

Additional Bathrooms:

- A window that will open or other adequate exhaust ventilation.
- A permanently installed light fixture.
- If there is a wash basin and sink, they must have a gas trap.
- There must be no serious health and/or sanitary problems, such as:
 - A clogged toilet.
 - Any water leak.
 - The smell of sewer gas.
- Rate the rest of this room in accordance with Part 4 of this manual.

3.2 Electricity

Electricity instructions are the same as Item 1.2, except that:

- Each bathroom must have 1 permanently installed working light fixture.
- An outlet is NOT required.
- An outlet CANNOT substitute for a permanent light fixture.

3.3 Electrical Hazards

Electrical hazards instructions are the same as Item 1.3, except that:

- An outlet or appliance near water is a hazard. Ground Fault Circuit Interrupters (GFCI) outlet may be required.

3.4 Security

Security instructions are the same as Item 1.4.

3.5 Window Condition

Window condition instructions are the same as Item 1.5, except that:

- A window is not required in a bathroom, IF
- There is an acceptable means of ventilation (See Item 3.13).

3.6 Ceiling Condition

Ceiling condition instructions are the same as Item 1.6.

3.7 Wall Condition

Wall condition instructions are the same as Item 1.7.

3.8 Floor Condition

Floor condition instructions are the same as Item 1.8, except that:

FAILS:

- Severe floor damage caused by water from the tub or shower.

PASS WITH COMMENT:

- Broken or loose tile.

- Deteriorated grouting or caulking at the tub area.
- Water stains.

3.9 Lead Paint

See Exhibit 8-4 MSHDA Housing Choice Voucher Lead-Based Paint Manual.

3.10 Flush Toilet in Enclosed Room in Unit

Ensure that there is a working toilet in the unit for the exclusive private use of the family.

FAILS:

- A toilet not located within the dwelling unit and not available for the exclusive use of the occupants of the unit.
- A toilet location that does not allow for privacy (i.e., generally closed off by a door).
- A toilet not contained within a separate room in the unit.
- A toilet not connected to a water supply and a sewer system.
- Vents or traps that allow any leakage of water or escape of gasses evidenced by strong sewer smells or water leaking onto the floor.
- A toilet that does not flush or a toilet that is clogged.
- A toilet not secured to the floor.
- Any mechanism within the toilet tank that does not work properly.
- Water service is not on. (Tenant is responsible to correct if the water service is tenant-supplied)

PASS WITH COMMENT:

- The water runs constantly. (Fail if water is tenant-supplied)
- Chipped or broken porcelain.
- A slow draining toilet (as long as it flushes).

3.11 Fixed Wash Basin or Lavatory in Unit

Ensure that there is a working, permanently installed wash basin in the unit.

FAIL:

- A wash basin that is not permanent.
- A kitchen sink that also serves as the bathroom wash basin.
- A wash basin that is not located within the unit. However, it may be located separate from the other bathroom facilities.
- A wash basin that is not connected to a drain with a "gas trap".
- A wash basin that is clogged.
- Any leakage of water or escape of sewer gasses.
- A wash basin that is not able to deliver hot and cold running water.
- The water service is not on. (Tenant is responsible to correct if the water service and/or hot water is tenant-supplied.)

PASS WITH COMMENT:

- Low water pressure.
- Dripping faucets. (Fail if water/hot water is tenant-supplied.)
- Cracked or chipped porcelain.
- A slow drain.
- Partially rusted or defective faucet handles.
- Wash basin insecurely fastened to the wall or floor.

3.12 Tub or Shower in Unit

Ensure that there is a working tub OR shower with hot and cold running water in the unit for the use of the family.

FAIL:

- Conditions which would require a FAIL rating are identical to those for the wash basin, Item 3.11.
- Tub or shower located outside of the unit.
 - Tub or shower may be separated from the rest of the bathroom facilities within the unit.

PASS WITH COMMENT:

- Low water pressure.
- Dripping faucet. (Fail if the water/hot water is tenant supplied.)
- Cracked porcelain.
- Slow drain.
- Absent or broken shower curtain rod.
- Cracked, broken or missing tile.
- Deteriorated grout or caulking around the tub.

3.13 Ventilation

Ensure that the bathroom can be properly ventilated by an operable window or vent to prevent the accumulation of unhealthy odors and sewer gasses.

FAIL:

- No window that will open OR **working exhaust system**.
 - **"Working exhaust system":**
 - ❖ Electric fan vent, which may be either wall or ceiling mounted.
 - The fan must operate when there is electric current and the switch is on.
 - ❖ A gravity flow vent pipe or shaft that permits air to escape to the outside without the use of an electric fan.
- Venting that does not go to one of the following:
 - Outside
 - Attic
 - Crawl space
- Electric service is shut off and the only means of venting the area is with an electric fan vent. (Tenant is responsible to correct if the electric service is tenant-supplied)

TENANT PREFERENCES:

- Adequacy of filters, fans or other ventilation devices.
- Cosmetic condition and quality of sanitary facilities.

- Size of the basin, tub or shower.
- Condition of faucets, scratches, worn enamel and location of the sanitary facilities within the dwelling unit.

4. Other Rooms Used for Living and Halls

"Used for living" rooms, or areas, are those walked through or lived in on a REGULAR basis.

4.1 Room Code and Location

Room Codes

- 1 = Bedrooms or any other room used for sleeping
- 2 = Dining Room or Dining Area
- 3 = Second Living Room, Family Room, Den, Play/TV Room
- 4 = Entrance Halls, Corridors, Halls, Staircases
- 5 = Additional Bathroom
- 6 = Other
- B = Basement

Room Locations

- Record the location of the room as if you were ***looking at the front entrance of the unit from outside the unit.***
 - **Right/left/center:** record whether the room is situated to the right, left, or center of the unit.
 - **Front/rear/center:** record whether the room is situated to the front, rear, or center of the unit.
 - **Floor level:** identify the floor level on which the room is located.

Inspection Requirements

- All rooms in the unit must be inspected.
- Complete as many "Other Room" supplements as are present in the unit and not already on Sections 1, 2 or 3 of the form.
- Complete "Other Room" supplement for all entrance halls, corridors and stairways in the unit that are part of the area used for living.
- If a hall, entry or stairway is contiguous rate them as a whole.

Other Rooms “Used For Living” Include:

- Finished basement.
- Playroom.
- Closed-in porch which is used as a bedroom in the summer.
- Additional bathrooms are discussed in Item 3.1.
- **BASEMENT BEDROOMS** may be a fire hazard and will fail unless **all** of the following standards are met:
 - Permanent privacy or semi-privacy in the form of surrounding walls and a door.
 - Ceiling, walls and floor must be in acceptable condition, see Items 1.6, 1.7 and 1.8.
 - Adequate source of direct or indirect heat, see Item 7.1.
 - 2 electrical outlets OR 1 electrical outlet and 1 permanent light fixture.
 - Smoke detector located NEAR the bedroom, see Item 4.10.
 - Second means of egress, in addition to the basement stairway, that includes:
 - ❖ At least one window that opens or a door that exits directly to the outside; AND
 - ❖ This exit must have an opening of at least 5.7 square feet, with a minimum width of 20 inches and minimum height of 24 inches; AND
 - ❖ The sill or threshold must be less than 44 inches above the floor.

NOTE: If a bed has been assembled in the basement, and all the above requirements have not been met, the unit fails. To correct the deficiency the tenant must remove or dismantle the bed(s).

Vacant Rooms

- If you do not know the eventual use of a room, complete Section 4 if there is any chance that it will be used on a regular basis.
- If there is NO CHANCE that the room will be used on a regular basis, do NOT include it on Section 4. (See Section 5, Secondary Rooms)

4.2 Electricity/Illumination

- Room Code 1 (Room used for sleeping) - Must have 2 working outlets OR 1 working outlet AND 1 working permanently installed light fixture.

- Any other Room Code (2 thru 6) - a means of **natural or artificial illumination** must be present. Examples are:
 - A permanently installed light fixture.
 - A permanently installed wall outlet to serve a lamp.
 - A window in the room.
 - Adequate light from an adjacent room.

4.3 Electrical Hazards

Electrical hazards instructions are the same as Item 1.3.

4.4 Security

Security instructions are the same as Item 1.4.

4.5 Window Condition

- Room Code 1 (Bedrooms & any other room used for sleeping):
 - At least one window must be present.
 - At least one window must open, if so designed.
- Other Room Codes (2 thru 6):
 - No window is required (except for a bathroom that does not have a means of ventilation).
 - Window must be free of severe deterioration.

4.6 Ceiling Condition

Ceiling condition instructions are the same as Item 1.6

4.7 Wall Condition

Wall condition instructions are the same as Item 1.7

4.8 Floor Condition

Floor condition instructions are the same as Item 1.8

4.9 Lead Paint

See Exhibit 8-4 MSHDA Housing Choice Voucher Lead-Based Paint Manual.

4.10 Smoke Detectors

Ensure that there is a working smoke detector on each level.

General Requirements

- Each unit must have at least one battery-operated or hard-wired smoke detector:
 - In proper operating condition, and
 - Installed in each level of the dwelling unit including basements but excluding crawl spaces and unfinished attics.
- Detectors must be installed in accordance with and meet the requirements of National Fire Protection Association (NFPA) 74 or its successors.

Installation Requirements

- All smoke detectors that are present must be tested and all must work.
- Installed OUTSIDE of each separate sleeping area in the immediate vicinity of the bedroom(s).
- Installed on each story of the living unit, including basements and excluding crawl spaces and unfinished attics.
- Each detector shall make an alarm that is clearly audible in all bedrooms over background noise with all intervening doors closed.
- Audibility is based upon the noise created by all household equipment that would be in operation at night (such as window air conditioners and room humidifiers).
- Hard-wired smoke detectors must be on an un-switched portion of a branch circuit or on a dedicated branch circuit.

Recommended Locations

- In rooms with ceiling slopes more than one foot of rise per eight feet, the detector should be on the high side of the room.
- A smoke detector in a stairwell should be placed to ensure that smoke rising in the stairwell cannot be prevented from reaching the detector because of an intervening door or obstruction.
- A smoke detector placed in a basement should be in close proximity to the stairway leading to the floor above.

- Smoke detectors installed to protect a sleeping room must be located outside of the bedroom but in the immediate vicinity of the sleeping area.
- Detectors should be:
 - At least 4 inches from the wall when mounted on the ceiling.
 - The top of the detector not less than 4 inches nor more than 12 inches below the ceiling when mounted on the wall.
 - If the wall or ceiling could be considerably warmer or colder than the room, such as a poorly insulated ceiling below an unfinished attic or an exterior wall, the detector should be mounted on an interior wall.
 - Placed on the bottom of the joist if installed in an area with an open-joisted ceiling.
 - Located so that jarring or vibration will not cause accidental operation.
 - Securely mounted so they aren't supported by wiring.
 - Detectors may not be installed in kitchens, garages or other spaces where the temperature can fall below 32 degrees F or exceed 100 degrees F.
 - As far as possible and unless listed for this purpose, detectors should not be located closer than 3 feet from:
 - ❖ The door to a kitchen or bathroom containing a tub or shower.
 - ❖ Supply registers of a forced air heating or cooling system.
- Detectors must have an alarm with a minimum rating of 85 dBA at 10 feet.

Detectors for the Hearing-Impaired

- If the unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system designed for hearing-impaired persons as specified by NFPA 74 (or successor standards).
- An alarm with a visible signal must be installed IN the bedroom occupied by the hearing-impaired individual.
 - For rooms no larger than 14 feet by 16 feet, the visual alarm must have a minimum rating of 177 candelas.
 - For larger rooms, the visual alarm must be within 16 feet of the pillow.
 - If the visual alarm is installed more than 24 inches below the ceiling, a minimum 110 candela rating is allowed.

NOTE: The hearing-impaired individual is to initiate the request for a hearing-impaired smoke detector!

5. All Secondary Rooms

Definition:

- All rooms which did not meet the criteria of "other rooms used for living" are considered secondary rooms (not used for living).
- Secondary rooms are rooms permanently closed-off or infrequently entered. Examples:
 - Utility room.
 - ❖ Occasional use of a washer or dryer in an otherwise unused room is not "regular" use.
 - Attached shed.
 - Attached closed-in porch, basement or garage if it is closed off from the living area or is infrequently entered.
- All secondary rooms are rated together on a single Part 5 of the *Inspection Form*.

5.1 None

If no secondary rooms exist, check "Pass" and go to Part 6 of the *Inspection Form*.

5.2 Security

Security instructions are the same as Item 1.4

5.3 Electrical Hazards

All secondary rooms are to be free from electrical hazards (See Item 1.3)

5.4 Other Potentially Hazardous Features

FAILS:

- Unstable stairs that pose a hazard.
- Large holes in floors, walls or ceilings.
- Evidence of imminent structural collapse.
- Windows or doors which are seriously deteriorated.
- Protruding nails or other objects in walls, floors or ceilings.
- When assessing other potential hazards consider the following three situations:

1. The **means of access** to the room with the hazard.
 - Is there a lockable or un-lockable door, or just a screen or curtain?
2. The **control of access** to the room with the hazard.
 - Can the room be closed off and locked? If so, this probably would substantially reduce the risk to resident.
3. The **frequency of use** of the room with the hazard.
 - No handrail on basement stairs never used by family members poses little risk to the occupant and thus would not fail.

6. Building Exterior

6.1 Condition of the Foundation

Ensure that the foundation is not unsound or hazardous.

FAILS:

"Unsound or hazardous" foundations include:

- Severe structural defects indicating the potential for collapse.
- Foundations that allow significant entry of ground water evidenced by flooding in the basement.
- Evidence of major recent settling.
- Large cracks or holes or any holes that allow vermin to enter the building.
- Severe leaning.
- Large sections or crumbling brick, stone or concrete.
- Undermining of footings, walls, posts or slab.
- Major deterioration of wood support members due to water damage or termites.

PASS WITH COMMENT:

Piers or any other part of the foundation that look questionable, but the structure being supported appears to be stable, pass-with-comment.

6.2 Condition of Stairs, Rails and Porches

Ensure that the condition of all exterior stairs, railings and porches are sound and free from hazards that pose a danger to the tenant of tripping or falling.

FAIL:

"Unsound or hazardous":

- Broken, rotting or missing steps.
- Absence of a handrail when there are 4 or more consecutive steps (risers).
- Absent or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground.

Inspection Tips

- Judge the condition of steps leading to the dwelling unit which are not physically attached to the building, like steps up a steep lawn from the sidewalk.
- If the unit is part of a multi-unit structure, inspect only the exterior stairs, rails and porches that are associated with the tenant's apartment OR frequently used by the family that is subsidized.

6.3 Condition of Roof and Gutters

Ensure that the roof, gutters and down spouts are sound and free from hazards.

FAIL:

- Serious buckling or sagging of the roof that could potentially cause collapse.
- Holes or other roof defects that allow significant air or water infiltration to the ***interior of the unit occupied by the tenant.***

PASS WITH COMMENT:

- Roof defects that do not affect the subsidized family's unit.
- If the roof cannot be seen, note this on the Inspection Form.

GUTTERS AND DOWN SPOUTS

- Gutters and down spouts are NOT required.
- However, deterioration of the gutters and down spouts (e.g., rotting or missing pieces) must fail if the deterioration causes water to enter the interior of the unit.
- Poorly maintained gutters/down spouts that pose a hazard fail.
- Deterioration that does not affect the interior of the unit or the safety of the tenant should pass-with-comment.

6.4 Condition of Exterior Surfaces

Ensure that the tenant is not exposed to any danger of structural collapse and that the exterior walls are weather tight.

FAIL:

- Severe defects such as buckling, bowing or leaning.
- Large cracks.

- Falling or missing pieces of masonry.
- Such conditions fail **only** if they adversely affect the living condition of the interior of the unit.

6.5 Condition of Chimney

Ensure that the chimney is sound and free from hazards and is capable of safely carrying smoke, fumes and gasses from the unit to the outside.

FAIL:

- Serious leaning with the potential of collapse.
- Evidence of deterioration or disintegration of the bricks and mortar.
- A metal chimney with loose parts or improperly attached.

6.6 Lead Paint: Exterior Surfaces

See Exhibit 8-4 MSHDA Housing Choice Voucher Lead-Based Paint Manual.

6.7 Mobile Homes

Protect occupants of mobile homes in high wind areas and reduce fire hazards due to improper water heaters.

Inspection Requirements:

- **Tie Downs:**
 - Mobile homes must be securely anchored by a **tie down device** that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist wind overturning and sliding.
 - Alternative types of anchors, beams and foundation bolts are permissible if they meet manufacturer's and State specifications.
- **Water Heaters (gas or oil):**
 - Gas or oil water heaters in mobile homes must be specifically designed for mobile home use.
 - Look for a statement on the front of the water heater, or on the manufacturer's label, certifying that the heater is designed for installation in mobile homes.
 - If water heater does not have certification statement, verify with owner that it is designed for mobile home use. If not, it fails.

7. Heating and Plumbing

7.1 Adequacy of Heating Equipment

Ensure that the family will have **adequate heat** in all rooms used for living during the cold months of the year.

"Adequate heat" considerations:

- The heating system must be capable of providing adequate heat "**directly** or **indirectly**" to all rooms used for living:
 - "**Directly**" means that each room used for living has a heat source, such as:
 - ❖ A working radiator,
 - ❖ A working hot air register, or
 - ❖ A working baseboard heater.
 - "**Indirectly**" means that if there is no heat source present in the room, heat can enter the room easily from a heated adjacent room.
- Every room used for living must maintain a temperature of at least 68 degrees during the heating season.
- Heat is not required in "Secondary Rooms (Not Used for Living)."
- Approaches for **assessing adequacy** of heating equipment:
 - If unit is occupied, ask the tenant if the heat is adequate.
 - If unit is not occupied, question the owner.
 - Compare the size of the heating system to the area to be heated. For example:
 - ❖ A small permanently installed vented space heater in a living room is probably inadequate for heating anything larger than a relatively small apartment or mobile home.
 - ❖ Portable electric room heaters as the **primary** source of heat in a unit are NOT acceptable.
 - ❖ A kitchen stove with a built-in space heater is not adequate for primary heat.

7.2 Safety of Heating Equipment

Ensure that there are not any unsafe heating conditions.

FAILS:

- Potential for fire.
- Escape of exhaust fumes or gases.
- Potential of explosion.
- Damaged ducts or fixtures so that heat is non-existent, inadequately distributed or there is a potential for fire or other threats to safety.
- **Hazardous FUEL OIL** heating conditions include:
 - Improper fuel oil storage and/or lines.
 - Fuel oil tank that is not raised off the floor and/or unstable.
 - Fuel oil lines without a shut-off valve.
 - Fuel oil lines that run across the floor and are not properly protected to prevent damage.
 - Excessive fuel oil stains on the floor indicating leaks.
 - Fuel oil tanks that are not properly vented and/or filled from the outside of the unit.
- **Hazardous GAS** heating conditions:
 - Lack of a manual shut-off device on the gas line.
 - Combustible material around the furnace (approx. 30").
 - Improper flue and/or chimney (should have an upward slant).
 - Lack of proper vent.
 - Flue pipe and/or collar that is not properly secured against the wall or chimney.
 - Inadequate clearance of combustible materials around the flue.
 - Improper installation of equipment.
 - Insufficient combustion air for a gas furnace or gas water heater located in an enclosed space.
 - Improper maintenance of equipment.

- Heavy buildup of soot and creosote around chimney or flue.
- Inadequate source of clean return air in a "forced warm air system."
 - ❖ Return air must be drawn from an area that is separate from the furnace room or other area where the furnace is located.
- Major leaks in radiators or duct work which may promote heat loss and affect the heating device's capability to satisfactorily heat all habitable rooms in the unit.

PASS WITH COMMENT:

- A dirty floor register that somewhat restricts airflow.
- A missing cover on a hot water baseboard heating pipe.
 - If there are exposed parts that are a cutting hazard, it fails.
- A malfunctioning radiator valve that makes a continual hissing noise and allows air to escape.

NOTE: In large multi-unit structures you may not be able to gain access to the heating system and it may be quite large and complex. In such cases:

- Check for a posted inspection certification.
 - ❖ If none is present, contact the owner for verification that the system is in proper and safe operating condition.

SPACE HEATERS:

- Utilization of non-vented fossil fuel burning space heaters presents a health and safety hazard. Thus the presence of such space heaters would fail.

WOOD BURNING HEATERS:

- Wood burners that provide secondary heat may present a health and safety hazard if not properly installed and/or maintained.
- Written certification of safety of wood heating units must be provided prior to execution of a Lease or Contract and at each annual review.
 - Certification may be provided by the local Fire Department, County/State/Municipal Building Code Inspector, Mechanical Contractor or anyone who would normally inspect a wood heating unit for safety of installation.

7.3 Ventilation and Adequacy of Cooling

Ensure there is adequate air circulation and cooling (if provided) in the unit.

Determining Adequate VENTILATION:

- Select four windows in random locations in the unit:
 - If two or more open, it may pass.
 - ❖ These windows should be designed to open.
- However, the final decision on adequacy of air flow depends on the placement of windows and size of unit.
- A "working ventilation system", such as central (fan) ventilation, may be acceptable provided the equipment is properly working.

Determining Adequacy of COOLING SYSTEM:

- A cooling system, such as a room or central air conditioner, must:
 - Be safe and in proper operating condition.
 - Be able to provide adequate cooling, either directly or indirectly, to each room used for living.
- To test for adequacy of the cooling system, if present:
 - Ask Tenant if the system provides adequate cooling.
 - Let the air conditioning run for a short period.
 - Obtain verification of operability from owner/manager.

7.4 Water Heater

Ensure that the water heater does not present a hazard to the occupant.

FAILS:

- Gas water heaters located in bedrooms or other living areas where they may present a safety hazard.
 - Exceptions may be made if safety dividers or shields are installed.
- Combustible materials near a gas water heater (approx. 30").
- Gas leaks.
- Flooding danger.
- Absence of temperature-pressure (T/P) relief valve (should read to 210 degrees and 150 psi).

- Absence of discharge line to within 6" of the floor (line must be threaded into appliance and of correct material- not PVC pipe).
- Flues without adequate clearance from combustible materials.
- Flues that are not tightly sealed at the chimney.
- Any leaks from hot water tank.
- Tag by the utility company indicating an unsafe condition.
- Oil or gas water heater in a mobile home that is not specifically designed for mobile home use (See Section 6.7, Mobile Homes).

Water Heater Inspection Tips:

- If it's impossible to view the hot water heater in a large apartment building, verify the safety of the system with the owner/manager.
- The tenant determines whether there is sufficient hot water.

7.5 Water Supply

Guarantee that the occupants will have adequate, clean water.

FAILS:

- The water supply is not connected to an approvable public or private sanitary water system.
- The water service has been turned off.
 - Tenant is responsible to correct if the water service is tenant-supplied.

Water Supply Inspection Tips:

- If the water is supplied by a well:
 - Ask the owner,
 - ❖ about the nature of the supply,
 - ❖ whether it has been tested in the past, and
 - ❖ if it is an approvable source of water.
 - A test of the water is NOT required.
- Contact the appropriate public agency if uncertain about the quality of the water.

7.6 Plumbing

Ensure that the dwelling unit is not subject to serious plumbing problems that could present a hazard to the occupant.

FAILS:

- Any water pipes that are leaking.
- Pipes that are corroded, causing serious and persistent levels of rust or contamination in the drinking water.

PASS WITH COMMENT:

- Moderate levels of corrosion.

Plumbing Inspection Tips:

- Ask the tenant about the persistence of the problem.
- Look for evidence of leaks; inspect the basement for water on the floor or water in buckets under pipes.
- Inspect the main water lines to see if any are dripping or severely corroded.

7.7 Sewer Connection

Guarantee that the unit is connected to a properly working sewer system.

FAIL:

- The unit and/or structure is not connected to an approvable public or private sewer system.
- Evidence of serious sewer or septic field back-up.
- Drains that do not work properly, regularly clog or are **very** slow.
- Strong sewer gas odors.

Sewer Connection Inspection Tips:

- If it is a private disposal system, ask the owner about the type of system and determine whether it meets local health and safety standards.
- Many homes in rural areas will have a septic tank and field located away from the house. In most cases this will pass.

8. General Health and Safety

8.1 Access to Unit

Ensure that the tenant has direct access to his or her own unit, thereby assuring privacy of living quarters.

FAILS:

- The absence of private access to the unit for family members or invited guests.
- Entry through another family's living area in order to reach their own unit.
- "In-law" apartments are not allowed unless they are separated from the main area of the dwelling unit.
 - To pass, an "in-law" apartment must have all of the following:
 - ❖ A private entrance
 - ❖ Living area
 - ❖ Bathroom
 - ❖ Kitchen

8.2 Exits

Tenant **MUST** have an alternate means of exit from the **building** in case of fire.

FAILS:

- Exits that are blocked or obstructed by debris or secured by nailing.
- The exit area cannot be used for storage.
- The alternate means of egress must meet local/state requirements.

Examples of acceptable fire exits:

- A window that opens if the unit is on the first or second floor, or easily accessible to the ground.
- A back door opening onto a porch with stairs leading to the ground.
- Fire escape or fire stairs.
- An exit through windows with the use of a ladder if windows are above the second floor.

MSHDA's Responsibilities:

- Final responsibility for deciding whether or not the type of emergency exit is acceptable.
- Determine which windows and/or doors opening onto a fire exit are to be operable.
- Assess the stability and security of the fire escape.
- Determine if passage to another dwelling unit provides acceptable egress. If so, a firewall must be in place between the two units.

8.3 Evidence of Infestation

Ensure that the tenant will not be exposed to infestations of rats, mice or other potentially harmful vermin that are serious and persistent.

FAILS:

- Presence of rats.
- Severe infestation by mice.
- Severe infestation by vermin (such as roaches, fleas or bedbugs). A severe infestation is a condition that is both serious and persistent.

Infestation Inspection Tips:

- Look for large rat holes, droppings and rat runs.
- Look for numerous settings of rat poison.
- Look for infestation around trash or garbage cans and around areas for food storage.
- If the unit is occupied, ask the tenant.
- The tenant may decide whether the unit meets their requirements for cleanliness or whether any minor problems, such as occasional roaches or mice, would affect livability.
- Bed bug infestations: can be identified by the fecal stains, egg cases, and exuviae (shed skins) in crevices and cracks on or near beds. They may also be noticed in other areas such as under wallpaper, behind picture frames, in couches and other furniture, in bed springs, and even in articles of clothing. While fecal stains and skin casts suggest that bed bugs have been present, these do not confirm that the infestation is still active. Observing the bed bugs themselves is definitively confirmation that the home is infested. *Inspectors are not required to inspect homes with known bed bug infestations.* In this instance

the unit fails the inspection. The Housing Agent must send out a deficiency notice indicating the tenant has reported a bed bug problem and that a professional exterminator must be contacted to address the problem.

- When writing the deficiency notice the Housing Agent must request a written report from the professional exterminator (be sure to include a deadline) indicating what the LL needs to do and what the tenant needs to do to address the problem. The Housing Agent must then write up a second deficiency notice based on the professional exterminator's report. Housing agents should include in this notice a statement that the landlord may wish to contact the Michigan Department of Community Health or visit [www.michigan.gov.emergingdiseases](http://www.michigan.gov/emergingdiseases) for available resources.
- Housing Agents may wish to include a letter to the tenant, in addition to the deficiency notice, emphasizing the importance of doing his or her part to eradicate the bed bugs.
- Housing Agents may need to grant an extension to the 30 days correction deadline if the problem is not cleared up and the LL and tenant are actively trying to address the problem.
- Housing Agents may grant more than one extension as long as documentation is in the file indicating the bed bug problem is being actively addressed.
- If the tenant fails to do his or her part, then the tenant will need to be terminated from the program.
- If the LL fails to do his or her part, the unit will need to go into abatement and the tenant must be issued a voucher to move (not applicable for MRP/SRO developments). The Tenant will need to seek assistance from a local health department or other source on how to move without taking the bed bugs.

8.4 Garbage and Debris

Ensure that the tenant is not exposed to health hazards resulting from **heavy accumulations** of garbage or trash in or around the unit.

FAILS:

"Heavy accumulation" of garbage or debris:

- A level of accumulation beyond the capacity of an individual to pick up within an hour or two.
- Large piles of trash and garbage, discarded furniture and other debris inside or outside of the unit.
- Rodent and insect infestation is the primary health hazards caused by such accumulations.

- Trash, discarded furniture, appliances, motor vehicles or their parts may also pose safety hazards to children playing in the area.
- Consider only accumulated garbage or trash on the property on which the dwelling unit is located.
- The tenant is responsible to correct heavy accumulations of garbage or debris that they have caused.

8.5 Refuse Disposal

Ensure that the tenant has adequate means of storage and disposal of garbage and refuse.

FAILS:

- There are no **adequate covered facilities** for refuse disposal.

"Adequate covered facilities":

- Trash cans with covers.
 - Garbage chutes.
 - Dumpsters (large scale refuse boxes with lids).
 - Trash bags (if approvable by local public agency).
- ❖ **"Approvable by local public agency"** means that the local health and sanitation department (city, town, or county) approves the type of facility in use.

NOTE: The tenant has the freedom to select the unit despite MSHDA's concerns as long as the tenant meets the requirements stated above.

8.6 Interior Stairs and Common Halls

Ensure that interior stairways and common hallways of the building are safe and adequately lighted so that the tenant is not exposed to safety risks.

- This item applies to interior stairways in the unit, common stairways and hallways.
- It does not apply to stairs in "secondary rooms not used for living". (see Item 5.4)

FAILS:

- Loose, broken or missing handrails.
- An accumulation of objects on the steps.

- Ripped, torn or frayed stair coverings such as carpets or rubber mats. (Tripping hazards)
- Loose, missing or broken steps.
- A large number of missing vertical rails (balusters).
- No handrail on extended sections of stairs (i.e., generally four or more consecutive steps/risers).
- No railing on unprotected heights like stairwells.
- Inadequate stairway lighting that does not properly illuminate all treads and risers.
- Electrical or tripping hazards on stairs or in common halls.

8.7 Other Interior Hazards

Ensure that the interior of the unit is free from any other hazards not specifically identified previously.

FAILS:

- A protruding nail in a doorway.
- A broken bathroom fixture with a jagged edge at a level where someone could be cut.
- An interior door that might fall because it is partially broken off its hinges.

8.8 Elevators

Ensure that elevators, when present, are operating in a manner that does not pose a safety hazard to the occupant.

FAILS:

- If present and where required, elevators must have a current, local inspection certificate.
 - Inspection certificate is usually posted in the elevator.
 - If not posted in the elevator, the certificate may be on file in the management office.
- Check to ensure the elevator appears to be in safe working condition.
- Ask tenant if the elevator works.
- If local inspection is not required, test the elevator to determine operability.

8.9 Interior Air Quality

Ensure that the occupant isn't exposed to **abnormally high** levels of harmful gasses or other noxious pollutants.

- **"Abnormally high"** means that harmful gasses or noxious pollutants are consistently present in amounts that constitute a continuing health hazard.

FAILS:

- **External** pollutants may include:
 - Refineries.
 - Pulp or paper plants.
 - Chemical industries.
 - Proximity to heavy traffic.
 - Proximity to truck or bus garages.
- **Internal** pollutants may include:
 - Presence of sewer gas.
 - A malfunctioning furnace or gas appliance.
 - Presence of mold-like substances:
 - ❖ Small amounts of mold-like substances in tub or shower areas may be sanitized by the tenant
 - ❖ Large amounts of mold-like substances on building surfaces are to be corrected by the landlord using a certified mold remediation contractor.
- The lack of adequate air circulation in the unit.
- Bathroom areas without a window that will open or ventilation.
- Sleeping rooms without one window that will open (if so designed).

8.10 Site and Neighborhood Conditions

Ensure that the tenant is not exposed to any dangerous site or neighborhood conditions.

FAILS:

- Other buildings on, or near the property that pose serious hazards.
(Example: Dilapidated shed/garage with potential for structural collapse)
- Evidence of flooding or major drainage problems.
- Proximity to open sewage.
- Fire hazards.
- Abnormal air pollution or smoke which continues through the year.
- Continuous or excessive vibration of vehicular traffic.
(If the unit is occupied, ask the tenant)

PASS WITH COMMENT:

- Unimproved space, such as a nearby vacant lot with trash.
- Large bare patches on the grounds around the building.
- General lack of maintenance.
(Some litter, lawn in need of care, etc)
- The neighborhood in which a tenant wishes to live is their determination.
- Ask the tenant if the neighborhood is acceptable.

8.11 Lead Paint

See Exhibit 8-4 MSHDA Housing Choice Voucher Lead-Based Paint Manual.

HQS Forms Listing

HUD-593-PIH	A Good Place to Live!
HUD 52580	Inspection Checklist (7-pages)
HUD 52580A	Inspection Form (20 pages)
MSHDA 73	Unit Inspection Notice
MSHDA 86	Delayed Exterior Repair Agreement
MSHDA 104	Notice of Inspection
MSHDA 105	Inspection Deficiencies Notice
MSHDA 105a	Second Notice
MSHDA 105b	Termination Notice
MSHDA 105c	Stabilizing Paint for HCV Landlords
MSHDA 105d	Lead Paint Hazard Warning Notice
MSHDA 106	Stop Payment Notice